

**City of Bloomington, Indiana**

**Request for Qualifications**

**For**

**Environmental Consultant Services for Environmental Site Assessment and Related  
Activities Funded by the United States Environmental Protection Agency Community  
Wide Brownfield Assessment Grant**

**Responses Due: September 18, 2013**

## **Introduction**

The U.S. Environmental Protection Agency (USEPA) has awarded the City of Bloomington, Indiana (the “city”) a USEPA Brownfield Assessment Grant in the sum of \$200,000 to support redevelopment of brownfields impacted by hazardous substances. The city is requesting information on qualifications from qualified environmental engineering/consulting firms to assist the city with implementation of the grant-funded environmental assessments.

The City of Bloomington reserves the right to waive any information or minor defects in the RFQ or the RFQ responses / procedure, or reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the city. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof. No respondent may withdraw a submittal within 60 days after the actual date of opening thereof.

Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the city and the respondent.

Proof of acceptable insurance in accordance with the requirements outlined in this RFQ shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents and terms and conditions of this RFQ and the EPA Cooperative Agreement.

## **Project Overview**

The city has been awarded \$200,000 in grant funding from the USEPA for assessment of sites affected by hazardous materials in Bloomington, Indiana. Budgeted funds allocated as “contractual” will be the responsibility of the selected respondent. The city will use grant funds to complete the following tasks:

### ***Task 1: Program Management & Training Support***

The City of Bloomington, the EPA, and the selected environmental consultant will frequently correspond regarding project progress and activities. The selected environmental consultant will work with the city to develop outreach materials to be used as a tool to educate stakeholders on the benefits of the grant and how it can be used as a tool to increase development and economic growth.

### ***Task 2: Brownfields Inventory & Prioritization***

The city will use the funds allocated in this task to update their Brownfield Inventory. A public meeting will be held in the first quarter of the grant period to gain public input on properties which may need to be added to the inventory. Public comments will also be used to prioritize the inventoried sites. Bloomington’s redevelopment plans may be updated based on the findings of the revised inventory which outlines priority ranking criteria, cleanup options and strategies, and end-use options for those brownfield sites. Eligibility determinations will be made through

the EPA Project Manager. All Task 2 funds are allocated as contractual and will be completed by the selected environmental consultant.

**Task 3: Phase I Environmental Site Assessments (ESAs)**

The city will contract Phase I Environmental Site Assessment (ESA) activities on key sites throughout the city. All Phase I ESAs will be compliant with All Appropriate Inquiry (AAI) and ASTM E-1527-05 or ASTM E-1527-13 once finalized. An estimated 7-10 Phase I ESAs will be completed on hazardous substances impacted sites.

**Task 4: Phase II ESAs /Site Investigations/Geophysical Surveys**

The city will contract for approved work plans, field activities and reports that will be reviewed by the EPA Project Manager and the Indiana Brownfields Program or the IDEM Voluntary Remediation Program staff consistent with the IDEM Remediation Closure Guide (RCG), as appropriate. Phase II Assessment activities are likely to include soil and groundwater sampling, and may include magnetic and other geophysical surveys, trenching to confirm anomalies, and asbestos sampling. All sampling activities and fieldwork performed during the Phase II Assessments will be performed in accordance with Indiana Department of Environmental Management (IDEM) guidelines and as directed by the Indiana Brownfields Program, IDEM, and/or the EPA. All of the appropriate programmatic documentation including the Quality Assurance Project Plan (QAPP) and EPA approved eligibility determinations and Sampling and Analysis Plans (SAPs) will be submitted to and approved by the EPA Project Manager prior to the performance of Phase II Assessment activities. An estimated 4-6 Phase II ESAs on hazardous substance impacted sites will be completed.

**Task 5: Clean-up Planning & Health Monitoring:**

The city will commit funds from this task to complete two to three Analysis of Brownfield Cleanup Alternatives and Remedial Action Plans associated with sites assessed and ready for remediation. In the evaluation of remedial alternatives, Bloomington's environmental consultant will review known contamination (sources and extents) based on Phase II ESA data and evaluate potential exposure pathways based on the potential future use(s) of the site. This information will be used to establish the cleanup goals for the proposed remediation. RAPs will include a feasibility analysis that includes alternatives designed to meet the project objectives. Each alternative will be evaluated for effectiveness, feasibility to implement, and cost. The cleanup method selected will be based on this analysis. Cleanup planning will include an evaluation of potential remedial techniques, determination of appropriate cleanup goals, identification of probable costs and planning and application for additional funding. Additionally, funds from this task will be used to obtain Site Status Letters and Comfort Letters from the Indiana Brownfield Program to provide site closure and comfort to prospective brownfield property purchasers.

**Task 6: Community Outreach & Involvement:** Involvement of key stakeholders and the general public is integral for a successful brownfield redevelopment program. Bloomington will use funds allocated in this task to take public input on plans and progress of investigation and cleanup activities, and to market sites for future development. The associated costs will fund coordinating and conducting community outreach programs and meetings as well as the costs to prepare, print and mail project and site information and marketing documents. The city will hold

6 public meetings throughout the grant period to update the community on the brownfield assessment progress and to seek public input and involvement.

A detailed budget for the work to be performed for the hazardous substances grant follows. Respondent will be responsible for the work budgeted as “contractual.”

| <b>Budget Categories</b><br>(programmatic costs only) | <b>Task 1:<br/>Program Management &amp; Training Support</b> | <b>Task 2:<br/>Brownfields Inventory &amp; Prioritization</b> | <b>Task 3<br/>Phase I ESAs</b> | <b>Task 4<br/>Phase II ESAs</b> | <b>Task 5:<br/>Clean-up Planning &amp; Health Monitoring</b> | <b>Task 6:<br/>Community Outreach &amp; Involvement</b> | <b>Budget Category Total</b> |
|---|--|---|--------------------------------|---------------------------------|--|---|------------------------------|
| <b><u>Hazardous Substances</u></b>                    |  |   |                                |                                 |  |   |                              |
| Personnel   |  |   |                                |                                 |  |   |                              |
| Fringe Benefits                                       |  |   |                                |                                 |  |   |                              |
| Travel  | \$2,000  |   |                                |                                 |  |   | \$2,000                      |
| Equipment   |  |   |                                |                                 |  |   |                              |
| Supplies  |  |   |                                |                                 |  | \$500   | \$500                        |
| Contractual*  | \$1,500  | \$5,000   | \$25,000                       | \$151,000                       | \$13,000   | \$2,000   | \$197,500                    |
| <b>Project Total</b>                                  | <b>\$3,500</b>   | <b>\$5,000</b>  | <b>\$25,000</b>                | <b>\$151,000</b>                | <b>\$13,000</b>  | <b>\$2,500</b>  | <b>\$200,000</b>             |

### **Submission Requirements**

Qualifying firms with a strong background in environmental assessments and brownfield redevelopment activities should submit a qualifications package containing the information outlined below. Proposals should be in PDF form and must be submitted via email with the subject line: “Environmental Services for the City of Bloomington, EPA Assessment Grant.” Proposals are not limited in length. PDF files should be labeled “FIRM NAME: Bloomington EPA Assessment Grant.”

Proposals shall be emailed to:

Danise Alano-Martin

[alanod@bloomington.in.gov](mailto:alanod@bloomington.in.gov).

Proposals are due at the above email on or before **September 18, 2013**, at 4:00 p.m. Late responses to this RFQ will not be accepted.

Notes:

- The City of Bloomington will not be held responsible for the mishandled, late, or lost qualifications packages.
- Questions related to this RFQ should be directed to Danise Alano-Martin at [alanod@bloomington.in.gov](mailto:alanod@bloomington.in.gov). All questions by consultants will be compiled and

responses will be sent back to all parties that have posed questions. Questions must be submitted on or before **September 11, 2013**. Questions received after this date will not be answered. Those that have not posed questions, but wish to receive the question-and-answer information should contact Ms. Alano-Martin via email.

- Respondent shall certify that to the best of its knowledge, all information provided in their response to this RFQ is accurate and complete. Any misrepresentation by a respondent may result in disqualification.

### **Submission Content**

Please submit the following information with your proposal package:

1. Firm name, address and phone number, and a brief description of the firm.
2. Name, job title, email and phone number of primary contact person.
3. Description of the proposed project including detailed Scope of Work and description of how the allotted grant funds will be fully utilized.
4. Experience and demonstrated success working with the City of Bloomington to obtain external funding sources for brownfield investigation and remediation such as EPA grants. If no experience with the city, please indicate experience and demonstrated success assisting other Indiana communities.
5. Experience and demonstrated success in working with the City of Bloomington on long-term brownfield redevelopment including planning, investigations, and remediation. If no experience with the city, please indicate experience with other Indiana communities.
6. Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than five (5) staff.
7. The names of at least three Indiana local governmental units for whom your firm has provided similar services within the past five years.
8. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
9. Proof of current insurance meeting the requirements outlined below.

### **Insurance Requirements**

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's compensation and Disability: Statutory requirements;
- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000

- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$2,000,000

### **Terms and Conditions**

1. The city shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, sexual orientation, disability, national origin or ancestry.
2. Interviews with some consultants may be scheduled. The city reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the city's redevelopment goals.
3. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
4. The Respondent shall keep the city free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of his work. The Respondent will be required to indemnify and save harmless the city from all claims or actions of any kind or description brought against the city for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Contractor or his agents or employees.
5. The city will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.